

ARTICLE 101-04

CONTINUING EDUCATION

Chapter
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Section
101-04-01-01 Continuing Education Requirements

101-04-01-01. Continuing education requirements.

1. **Purpose.** The purpose of continuing education is to ensure that the appraiser participates in a program that maintains and increases that individual's skill, knowledge, and competency in real estate appraising.
2. **Requirements.** All apprentice, licensed, and certified permittees must meet a minimum level of continuing education. This minimum level has been set at twenty-eight hours over a two-year education renewal period. Of the twenty-eight hours, appraisers must complete the seven-hour national uniform standards of professional appraisal practice update course, or its equivalent, every two years. Equivalency must be determined through the appraisal qualifications board course approval program or by an alternate method approved by the appraisal qualifications board. Fourteen hours of the twenty-eight hours must include appraisal-specific education related to the valuation of real estate, and seven hours may be comprised of appraisal-related subject matter, approved as such by the board.
 - a. The necessary twenty-eight hours may be obtained at any time during the two-year renewal period, except for the required national uniform standards of professional appraisal practice requirement.
 - b. Verification of the necessary twenty-eight hours must be submitted by the end of the two-year renewal period.
 - c. Uniform standards of professional practice (USPAP) continuing education credit shall only be awarded when the class is instructed by at least one appraisal qualifications board-certified instructor who is state-certified.
 - d. All continuing education courses taken in this state must be approved by the board.

- e. Courses taken out of this state may be approved for credit, provided the state in which the course was taken has approved the course for appraiser education.
- f. A course which has not had prior approval may be approved on an individual basis.
- g. All continuing education must be taken in blocks of at least two hours.
- h. A class hour is defined as fifty minutes out of each sixty-minute segment.
- i. With the exception of distance education, no examination is required for continuing education courses.
- j. Credit for the class requirement may be obtained from the following:
 - (1) Colleges or universities.
 - (2) Community or junior colleges.
 - (3) Real estate appraisal or real estate-related organizations.
 - (4) State or federal agencies or commissions.
 - (5) Proprietary schools.
 - (6) Other providers approved by the board.
- k. Credit may be granted for education offerings which are consistent with the purpose of continuing education stated in subsection 1 and cover real estate-related appraisal topics such as:
 - (1) Ad valorem taxation.
 - (2) Arbitration and dispute resolution.
 - (3) Courses related to practice of real estate appraisal or consulting.
 - (4) Development cost estimating.
 - (5) Ethics and standards of professional practice.
 - (6) Land use planning and zoning.
 - (7) Management, leasing, and timesharing.

- (8) Property development and partial interests.
 - (9) Real estate law, easements, and legal interests.
 - (10) Real estate litigation, damages, and condemnation.
 - (11) Real estate financing and investment.
 - (12) Real estate appraisal-related computer applications.
 - (13) Real estate securities and syndications.
 - (14) Developing opinions of real property value in appraisals that also include personal property and business value.
 - (15) Seller concessions and impact on value.
 - (16) Energy efficient items and green building appraisals.
- l. A professional real estate appraisal organization meeting may be granted credit, provided it is a formal education program of learning which contributes to the real estate appraisal profession.
 - m. Three hours of continuing education credit, per continuing education cycle, may be granted for attendance at a face-to-face meeting of the board of at least three hours. The attendee must attend the meeting in its entirety.
 - n. Real estate appraisal-related field trips may be granted credit. However, transit time to or from the field trip location should not be included when awarding credit if instruction does not occur.
 - o. Up to one-half of an individual's continuing education credit may be granted for participation, other than as a student in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content may be claimed only once for credit within a two-year renewal cycle.
 - p. Continuing education credit may be granted for distance education. Distance education is defined as any educational process based on the geographical separation of instructor and student. Distance education includes CD-ROM instruction, online learning, internet-based instruction, correspondence courses, and videoconferencing. Acceptable distance education courses must meet all of the following requirements:

- (1) Provide interaction between the student and the instructor. Interaction is a reciprocal environment where the student has verbal or written communication with the instructor.
 - (2) Be approved for content by the board, the appraisal qualifications board of the appraisal foundation, or an accredited college, community college, or university, that offers distance education programs and is approved or accredited by the commission on colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the United States secretary of education. Nonacademic credit college courses provided by a college shall be approved by the appraisal qualifications board of the appraisal foundation or the board.
 - (3) Be approved for delivery mechanism by one of the following sources:
 - (a) Appraiser qualifications board-approved organizations providing approval of course design and delivery.
 - (b) A college that qualifies for content approval in paragraph 2 and that awards academic credit for the distance education course.
 - (c) A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporates interactivity.
 - (4) Be equivalent to a minimum of two class hours in length and meet the requirements for real estate appraisal-related courses established by the appraiser qualifications board.
 - (5) If intended for use as continuing education, include at least one of the following:
 - (a) The student successfully completes a written examination proctored by an official approved by the presenting college or university or by the sponsoring organization.
 - (b) The student successfully completes the prescribed course mechanisms required to demonstrate knowledge of the subject matter.
9. A course with the same or substantially the same subject content may be claimed only once for credit within a two-year renewal cycle.

- r. Excess hours of education earned in one renewal period cannot be carried over to the next renewal period.
- s. Courses that have received approval by the appraiser qualifications board of the appraisal foundation through the appraiser qualifications course approval program may be accepted by the board without additional state review.
- t. Courses that are taken as a result of a disciplinary action may not be credited toward continuing education.
- u. Courses taken for the class hour requirement when an individual seeks a different classification than that held may be simultaneously counted for the continuing education requirement of the classification held.
- v. Appraisers are required to complete continuing education for a partial year in a continuing education cycle as follows:
 - (1) For continuing education cycle periods of one hundred eighty-five days or more, fourteen hours of continuing education are required.
 - (2) For continuing education cycle periods of less than one hundred eighty-five days, no continuing education is required.

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